

**PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD  
PERSONNEL COMMITTEE**

A meeting was held on December 5, 2017 at 12:00 p.m. at AHEAD Staffing, 509 W. Walnut Street, Green Bay WI

**PRESENT:** KAYLA JACOBSON, and YING LACOURT

**CALL TO ORDER** The meeting was called to order at 12:05 p.m.

**II. APPROVE/MODIFY AGENDA**

**Motion** by Jacobson, seconded by LaCourt, to approve the agenda. **Motion carried.**

**III. DISCUSSION AND POSSIBLE ACTION REGARDING STRUCTURE OF THE EXECUTIVE DIRECTOR'S REVIEW PROCESS**

Recommendations:

Items A-F listed under Management Strategies and Tactics from page 32-34 (of the 2013 Strategic Plan) to be used as items to be evaluated by Library Board when conducting annual Brown County Library Executive Director review in addition the recommendations from previous personnel committee meeting. Executive Director to self-evaluate on each item and provide supporting data of what the library has done in each area. Executive Director's self-evaluation and supporting data to be received by board members a minimum of 5 business days prior to the board's annual evaluation of Executive Director. Key items to be evaluated to be changed accordingly based on library's current strategic plan. Board members to go into closed session (without Executive Director) to discuss self-evaluation and supporting data. Board members to discuss and rate each area of performance based on rating scale from previous committee meeting (during closed session). Executive Director will be brought back into closed session to discuss findings of review.

**IV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

**V. ADJOURNMENT**

**Motion** by Jacobson, seconded by LaCourt, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 12:51 p.m.

Respectfully submitted,

Ying LaCourt, Personnel Committee  
Sue Lagerman, Recording Secretary